

**CIVIL SERVICE COMMISSION
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Civil Service Commission	Pursuant to San Diego Civil Service Rules the Commission is responsible for establishing personnel policy and conducting day-to-day personnel activities through its staff in the Personnel Department. This includes establishing new classifications, setting minimum selection and promotion requirements, recruiting, conducting examinations, and hearing disciplinary and termination appeals. In addition, the Commission may conduct special studies or investigations into the City's personnel practices at the request of the Council, the City Manager, or on its own authority.	1
Consultant	As determined by contract	2

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**APPENDIX B
DISCLOSURE CATEGORIES**

Category 1:

- a. All interests in real property within the jurisdiction of the City or not more than two miles outside the jurisdiction of the City, in which any City officer or employee also has an interest.
- b. All investments or business positions in for-profit or not-for-profit business entities in which any City officer or employee also has an interest. Investments in publicly traded stocks, bonds, commodities, and other generally available investment devices are not required to be disclosed, unless the associated company has a connection to the City or a City employee.
- c. All income & all gifts from any officer or employee of the City or any representative of a recognized bargaining organization.

Category 2:

- a. Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chair may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.